
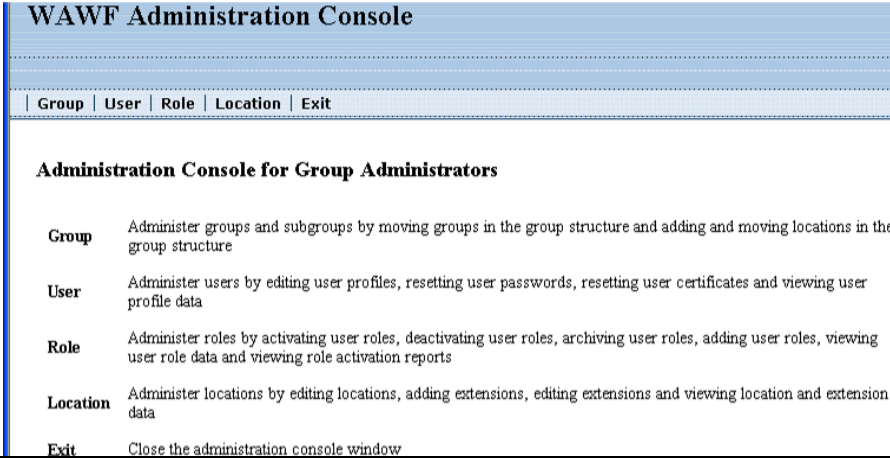
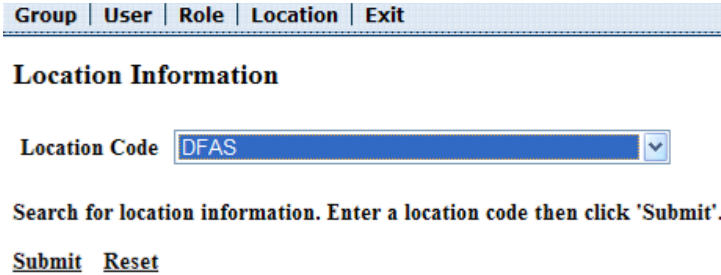


# Location Codes

**Overview** The GAM can review the location codes belonging to specific groups by using the Administration Console. This functionality allows a GAM to select a group name which populates a listing of all location codes that can be found under the selected group. Any extensions associated with a location code can also be viewed within this link. Additionally, the GAM can also view and edit the email addresses associated with these locations codes.

**Procedure** Follow the steps below to work through the Location Code capabilities.

Step	Action
1	<p>After Logon, click on the Administration Console link at the top of the screen.</p>  <p>The screenshot shows the top navigation bar of the Wide Area Workflow 5.0.0 system. It includes a blue header with the text 'Wide Area Workflow 5.0.0' and a series of links: User, Administration Console, Government, Property Transfer, Documentation, Lookup, and Logout.</p>
2	<p>Select the <b>Location</b> link at the top of the screen.</p>  <p>The screenshot shows the WAWF Administration Console interface. It features a blue header with the text 'WAWF Administration Console' and a navigation bar with links: Group, User, Role, Location, and Exit. Below the navigation bar, there is a section titled 'Administration Console for Group Administrators' which lists various administrative tasks: Group (Administer groups and subgroups), User (Administer users), Role (Administer roles), Location (Administer locations), and Exit (Close the administration console window).</p>
3	<p>Select a <b>Location Code</b> from the drop-down menu. Then click the <b>Submit</b> button.</p>  <p>The screenshot shows the 'Location Information' form. It includes a navigation bar with links: Group, User, Role, Location, and Exit. Below the navigation bar, there is a section titled 'Location Information' which contains a 'Location Code' drop-down menu with 'DFAS' selected. Below the drop-down menu, there is a text input field and a 'Submit' button. The text 'Search for location information. Enter a location code then click 'Submit'.' is displayed above the input field.</p>

*Continued on next page*

# Location Codes

**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action																				
4	<p>On the search results screen the GAM can View the Location Information (Step 5), Edit the email addresses (Step 6), and view any extensions to the location code (Step 7).</p> <p><b>Location Information</b></p> <p>Locations Found: 3</p> <table><thead><tr><th>Item</th><th>Location▲</th><th>Type</th><th>Email</th><th>Actions</th></tr></thead><tbody><tr><td>1</td><td>HQ0105</td><td>DoDAAC</td><td>hq-wawf@dfas.mil</td><td><a href="#">View</a>   <a href="#">Edit</a></td></tr><tr><td>2</td><td>HQ0351</td><td>DoDAAC</td><td>wawf_undel@ecedi.nit.disa.mil</td><td><a href="#">View</a>   <a href="#">Edit</a></td></tr><tr><td>3</td><td>HQ0448</td><td>DoDAAC</td><td>hq-wawf@dfas.mil</td><td><a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Extensions</a></td></tr></tbody></table> <div><div>10</div><div>Resize</div></div> <p>3 items found, displaying 1 - 3.</p>	Item	Location▲	Type	Email	Actions	1	HQ0105	DoDAAC	hq-wawf@dfas.mil	<a href="#">View</a>   <a href="#">Edit</a>	2	HQ0351	DoDAAC	wawf_undel@ecedi.nit.disa.mil	<a href="#">View</a>   <a href="#">Edit</a>	3	HQ0448	DoDAAC	hq-wawf@dfas.mil	<a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Extensions</a>
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5	<p>By selecting the View link the GAM can see what email addresses are set-up to received messages from WAWF when that Location code is used.</p> <p><b>Location Information - View</b></p> <table><thead><tr><th>Location</th><th>Type</th></tr></thead><tbody><tr><td>HQ0105</td><td>DoDAAC</td></tr></tbody></table> <table><thead><tr><th>Primary Organizational Email</th><th>Email Settings</th></tr></thead><tbody><tr><td>hq-wawf@dfas.mil</td><td>All Emails</td></tr></tbody></table> <table><thead><tr><th>Secondary Organizational Email(s)</th><th>Email Settings</th></tr></thead><tbody><tr><td></td><td>All Emails</td></tr><tr><td></td><td>All Emails</td></tr><tr><td></td><td>All Emails</td></tr></tbody></table> <p>Click 'Edit' to go to the edit page, or click 'Return' to return to the previous page.</p> <p><a href="#">Edit</a>   <a href="#">Return</a></p>	Location	Type	HQ0105	DoDAAC	Primary Organizational Email	Email Settings	hq-wawf@dfas.mil	All Emails	Secondary Organizational Email(s)	Email Settings		All Emails		All Emails		All Emails				
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# Location Codes

**Procedure** The steps below are continued from the previous page.  
(continued)

Step	Action										
6	<p>The edit link, which can be selected by the search results screen and the view screen, allows the GAM to add, remove, or edit the email addresses for the location and identify what type of email messages that address will receive.</p> <p><b>Location Information - Edit</b></p> <div><div>Location (DoDAAC/CAGE/MAPAC)</div><div><div>HQ0105</div></div><div><div><div>Primary Organizational Email *</div><div>hq-wawf@dfas.mil</div></div><div><div>Email Settings *</div><div>All Emails</div></div></div><div><div><div>Secondary Organizational Email(s)</div><div></div></div><div><div>Email Settings</div><div>All Emails</div></div></div><div><div></div><div>All Emails</div></div><div><div></div><div>All Emails</div></div></div> <div><div></div><div>All Emails</div></div> <p>Edit the location information then click 'Submit' to save the changes, or click 'Return' to previous page.</p> <p><a href="#">Submit</a> <a href="#">Return</a></p>										
7	<p>By selecting the extensions link, a page will display a listing of the extensions that have been added under that code. The GAM can view and edit email addresses for extensions the same way as for a location code.</p> <p><b>Extension Information</b></p> <p>Location: 207ME3 Extensions Found: 1</p> <table><thead><tr><th>Item</th><th>Extension▲</th><th>Email</th><th>EDA Access</th><th>ActionsAdd</th></tr></thead><tbody><tr><td>1</td><td>GREG</td><td>wawfgov@dcma.mil</td><td>Y</td><td><a href="#">View</a>   <a href="#">Edit</a></td></tr></tbody></table> <div><div>10</div><div>▼</div><div>Resize</div></div> <p>1 items found, displaying 1 - 1.</p> <p>Please select an extension.</p> <p><a href="#">Return</a></p>	Item	Extension▲	Email	EDA Access	ActionsAdd	1	GREG	wawfgov@dcma.mil	Y	<a href="#">View</a>   <a href="#">Edit</a>
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